



# Punjab Government Gazette

## EXTRAORDINARY

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### GOVERNMENT OF PUNJAB

DEPARTMENT OF LOCAL GOVERNMENT  
(LOCAL GOVERNMENT-1 BRANCH)

### NOTIFICATION

The 15th September, 2020

**No. 14/1/2015-5LG1(P.F.)/1080.**— In exercise of the powers conferred by sub-section (2) of section 71 of the Punjab Municipal Corporation Act, 1976 (Punjab Act No. 42 of 1976) and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Municipal Corporation Services (Recruitment and Conditions of Service) Rules, 1978, namely :-

### RULES

1. (1) These rules may be called the Punjab Municipal Corporation Services (Recruitment and Conditions of Service) (Amendment) Rules, 2020.
- (2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the said rules, for Appendix 'B', the following Appendix shall be substituted, namely:-

### **APPENDIX 'B'**

[See rule 5 (2)]

Sr. No.	Name of Service	Qualification of Direct recruitment	Qualifications for promotion
01	Punjab service of corporation Joint Commissioners	--	From amongst the members of the Punjab Service of Corporation Assistant Commissioners, who have an experience of working as such for a minimum period of <b>three</b> years.

02	Punjab service of corporation Assistant Commissioners	---	<p><b>(a) Eighty percent of posts:</b></p> <p>From amongst the members of the Punjab Service of Corporation Secretaries, who have an experience of working as such for a minimum period of <b>three</b> years; and</p> <p><b>(b) Twenty percent of posts:</b></p> <p>By selection from amongst the members of the Punjab Municipal Service of Executive Officers Class-I under the administrative control of the Government, having a total experience of working of <b>Seven</b> years taken together in the Punjab Municipal Service of Executive Officers Class I, the Punjab Municipal Service of Executive Officers Class II and the Punjab Municipal Service of Executive Officers Class III.</p>
03	Punjab service of corporation Corporation Secretaries		From amongst the members of the Punjab Service of Corporation Superintendents Grade II, who are Graduates from a recognized university or institution, and have an experience of working as such for a minimum period of <b>Four</b> years:.
04	Punjab service of corporation Superintendents Grade II		From amongst the members of the Punjab Service of Corporation Senior Assistants/Inspectors and the Punjab Service of Corporation Senior Scale Stenographers, who have an experience of working in any of these Services for a minimum period of <b>four</b> years.
05	Punjab service of corporation Senior Assistants/Inspectors	Graduate with atleast 50% marks, from a recognised university or institution.	From amongst the Clerks/ Steno-typists/Junior Scale Stenographers in a Corporation having an experience of working on any one or more of these posts for a minimum period of <b>four</b> years.
06	Punjab service of corporation Chief Engineers	--	From amongst the members of the Punjab Service of Corporation Superintending Engineers, who possess B.E Civil or AMIE Civil from a recognized university or institutions and have an experience of working in such Service for a minimum period of <b>two</b> years.
07	Punjab service of corporation Superintending Engineers		
	(i) Civil	--	From amongst the members of Punjab Service of Corporation Engineers working as Corporation Engineers (Civil), who possess B.E (Civil) or A. M.I.E. (Civil) degree from a recognized university or institutions and have an experience of working in this service for a minimum period of <b>four</b> years.

(ii) Operation and Maintenance	---	<p>From amongst the members of the Punjab Service of Corporation Engineers, working as Corporation Engineers Operations and Maintenance (Civil) or Corporation Engineers Operations and Maintenance (Mechanical) or Corporation Engineers Operations and Maintenance (Electrical), who possess B.E Civil, Mechanical or Electrical or AMIE degree from a recognized university or institutions and who have an experience of working in such Services for a minimum period of <b>Five</b> years.</p>
08 Punjab service of Corporation Engineers		
(i) Civil		<p>From amongst the members of the Punjab Service of Corporation Assistant Engineers, working as Corporation Assistant Engineers Civil, who possess B.E Civil or AMIE Civil degree from a recognized university or institutions and have an experience of working in such Services for a minimum period of <b>Six</b> years.</p> <p>Provided that the existing members of the aforementioned service shall be entitled for promotion notwithstanding the aforesaid educational qualifications.</p>
(ii) Operation and Maintenance (Civil)		<p>From amongst the members of the Punjab Service of Corporation Assistant Engineers, working as Corporation Assistant Engineers Operation and Maintenance, who possess B.E Civil or AMIE Civil degree from a recognized university or institutions and have an experience of working in such Services for a minimum period of <b>Six</b> years.</p> <p>Provided that the existing members of the aforementioned service shall be entitled for promotion notwithstanding the aforesaid educational qualifications.</p>
(iii) Operation and Maintenance (Mechanical)		<p>From amongst the members of the Punjab Service of Corporation Assistant Engineers, working as Corporation Assistant Engineers (Mechanical), who possess B.E Mechanical or AMIE Mechanical degree from a recognized university or institutions and have an experience of working in such Services for a minimum period of <b>Six</b> years.</p> <p>Provided that the existing members of the aforementioned service shall be entitled for promotion notwithstanding the aforesaid educational qualifications.</p>
(iv) Operation and Maintenance (Electrical)		<p>From amongst the members of the Punjab Service of Corporation Assistant Engineers, working as Corporation Assistant Engineers (Electrical), who possess B.E Electrical or AMIE Electrical degree from a recognized university or</p>

institutions and have an experience of working in such Services for a minimum period of **Six** years.

Provided that the existing members of the aforementioned service shall be entitled for promotion notwithstanding the aforesaid educational qualifications.

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09 Punjab service of  
corporation Assistant  
Engineers

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(i) (Civil)

Should possess a degree in Civil Engineering from a recognized university or institution

From amongst the members of the Punjab Service of Corporation Junior Engineers (working as Junior Engineers Civil), and the Punjab Service of Corporation Head Draftsmen, who possess Diploma in Civil Engineering/Draftsmanship, and have an experience of working on any one or more of the posts in these Services including in the Punjab Service of Corporation Draftsmen for a minimum period of **Seven** years.

Provided that the existing members of the aforementioned services shall be entitled for promotion notwithstanding the aforesaid education qualifications.

OR

From amongst the members of the Punjab Service of Corporation Junior Engineers [working as Junior Engineers (Civil)], the Punjab Service of Corporation Head Draftsmen and the Punjab Service of Corporation Draftsmen, who possess a degree in Civil Engineering or AMIE Civil of a recognized university or institutions and have an experience of working on any one or more of these services for a minimum period of **two** years.

Provided that the quota of vacancies for promotion for the members of the Punjab Service of Corporation Head Draftsmen and the Punjab Service of Corporation Draftsmen shall not exceed ten percent of the posts to be filled by promotion.

Provided further that in case any of the posts in the quota of promotion as specified in the aforesaid proviso for the members of the Punjab Service of Corporation Head Draftsmen and Punjab Service of Corporation Draftsmen is not fulfilled, then in such an eventuality the said post shall be filled in from amongst the members of the Punjab service of Corporation Head Draftsmen having an experience of working as such for a minimum period of **Four** years.

Provided further that the vacancies of Assistant Corporation Engineers (Civil) out of a lot of 20 vacancies shall be filled up

in accordance with the following roster namely:-

	Source of Promotion	Proportion	Allocation to each source in a lot of 20 Vacancies					
1	Promotion from Junior Engineers	12	3	2	2	2	3	
2	Promotion from Head Draftsman or Draftsman	2	-	1	-	1	-	
3	Promotion from Junior Engineers, Head Draftsmen or Draftsmen with B.E. or AMIE Degree of recognized University or Institution	6	1	1	2	1	1	

Note: If no suitable candidate is available from source No. 3, the vacancy shall be filled by direct recruitment.

(ii) Operation and Maintenance (Civil)

Should possess a degree in Civil Engineering from a recognized university or institution

**i) 60% of the promotional posts**

From amongst the members of the Punjab Service of Corporation Junior Engineers working as Junior Engineers Operation and Maintenance (Civil), who possess Diploma in Civil Engineering, and have an experience of working in this Service for a minimum period of **Seven** years.

Provided that the existing members of the aforementioned service shall be entitled for promotion notwithstanding the aforesaid educational qualifications.

**ii) 40% of promotional posts**

From amongst the members of the Punjab Service of Corporation Junior Engineers working as Junior Engineers Operation and Maintenance (Civil) who possess a degree in Civil Engineering or AMIE Civil of a recognized university or institutions and have an experience of working in such Service for a minimum period of two years.

(iii) Mechanical

Should possess a degree in Mechanical Engineering from a recognized

**a) Sixty Percent of the promotional posts**

From amongst the members of the Punjab Service of Corporation Junior Engineers working as Junior Engineers Mechanical, who possess Diploma in Mechanical Engineering, and have an experience of working in this Service for a

	university or institution	<p>minimum period of <b>Seven</b> years.</p> <p>Provided that the existing members of the aforementioned service shall be entitled for promotion notwithstanding the aforesaid educational qualifications.</p> <p><b>ii) 40% of promotional posts</b></p> <p>From amongst the members of the Punjab Service of Corporation Junior Engineers working as Junior Engineers Mechanical who possess a degree in Mechanical Engineering or AMIE Mechanical of a recognized university or institutions and have an experience of working in such Service for a minimum period of <b>two</b> years.</p>
(iv)(Electrical)	Should possess a degree in Electrical Engineering from a recognized university or institution	<p><b>a) Sixty Percent of the promotional Quota posts</b></p> <p>From amongst the members of the Punjab Service of Corporation Junior Engineers working as Junior Engineers Electrical, who possess Diploma in Electrical Engineering, and have an experience of working in this Service for a minimum period of <b>Seven</b> years.</p> <p>Provided that the existing members of the aforementioned service shall be entitled for promotion notwithstanding the aforesaid educational qualifications.</p> <p><b>ii) 40% of promotional posts</b></p> <p>From amongst the members of the Punjab Service of Corporation Junior Engineers working as Junior Engineers Electrical who possess a degree in Civil Engineering or AMIE Electrical of a recognized university or institutions and have an experience of working in such Service for a minimum period of <b>two</b> years.</p>
Punjab service of Corporation Junior Engineers		
10 (i) Civil	Should possess a diploma in Civil Engineering from a recognized university or institution	<p><b>(i) 30% of promotional posts -</b></p> <p>From amongst the Class-III employees of the Municipal Corporations in the State of Punjab, who possess qualifications prescribed for direct recruitment for the post, and have an experience of working as such for a minimum period of <b>four</b> years;</p> <p><b>(ii) 70% of promotional posts -</b></p> <p>From amongst the (a) Work Supervisors, (b) Work Munshies, (c) Work Mistries, (d) Surveyors, (e) Junior Draftsmen or (f) Motor Mates working in the Municipal Corporations under</p>

		<p>the control of the Director, who –</p> <p>(a) are Matriculates or its equivalent;</p> <p>(b) have an experience of working on either or more of the said posts for a minimum period of <b>Seven</b> years; and</p> <p>(c) have passed departmental examination conducted by the Director on the pattern of Department of Public Works (Buildings and Roads Branch), Government of Punjab.</p>
(ii) Operations and Maintenance (Civil)	Should possess a diploma in Civil Engineering from a recognized university or institution	<p><b><u>(i) 30% of promotional posts -</u></b></p> <p>From amongst the Class-III employees of the Municipal Corporations in the State of Punjab, who possess qualifications prescribed for direct recruitment for the post, and have an experience of working as such for a minimum period of <b>Four</b> years;</p> <p><b><u>(ii) 70% of promotional posts -</u></b></p> <p>From amongst the (a) Work Supervisors,</p> <p>(b) Work Munshies, (c) Work Mistries,</p> <p>(d) Surveyors, (e) Junior Draftsmen or</p> <p>(f) Motor Mates working in the Municipal Corporations under the control of the Director, who –</p> <p>(a) are Matriculates or its equivalent;</p> <p>(b) have an experience of working on either or more of the said posts for a minimum period of <b>Seven years;</b> and</p> <p>(c) have passed departmental examination conducted by the Director on the pattern of Department of Public Works (Buildings and Roads Branch), Government of Punjab.</p>
iii (Mechanical)	Should possess a Diploma in Mechanical Engineering from a recognized university or institution.	<p><b><u>(i) 30% of promotional posts -</u></b></p> <p>From amongst the Class-III employees of the Municipal Corporations in the State of Punjab, who possess qualifications prescribed for direct recruitment for the post, and have an experience of working in the Operations and Maintenance Wing for a minimum period of <b>Four years.</b></p> <p><b><u>(ii) 70% of promotional posts -</u></b></p> <p>From amongst the (a) Motor Mechanics, (b) Tractor Mechanics, (c) Diesel Mechanics, (d) Meter Mechanics, (e) Fitters or (f) Plumbers, working in the Municipal Corporations under the control of the Director, who –</p> <p>(a) are Matriculates or its equivalent;</p> <p>(b) have an experience of working on either or more of the said posts for a minimum period of <b>Six years;</b> and</p> <p>(c) have I.T.I. certificate in the concerned trade.</p>

(iv) (Electrical)	Should possess a Minimum Diploma in Electrical Engineering from a recognised university or institution.	<p><b><u>(i) 30% of promotional posts -</u></b> From amongst the Class-III employees of the Municipal Corporations in the State of Punjab, who possess qualifications prescribed for direct recruitment for the post, and who have an experience of working in the Operations and Maintenance wing for a minimum period of <b>Four years</b>.</p> <p><b><u>(ii) 70% of promotional posts -</u></b> From amongst the Class-III employees working in the Municipal Corporations, under the control of the Director, who –</p> <p>(a) are Matriculates or its equivalent;</p> <p>(b) have an experience of working on a post in a Municipal Corporation for a minimum period of <b>Six</b> years; and</p> <p>(c) have I.T.I. certificate in the Electrical trade.</p>
V (Horticulture)	Should possess a degree of B.Sc. Agriculture (three years course after 10+2 examination) from a recognized University or institution, with Horticulture as a special subject.	<p><b><u>(i) 30% of promotional posts -</u></b> From amongst the Class-III employees of the Municipal Corporations in the State of Punjab, who possess qualifications prescribed for direct recruitment for the post, and have an experience of working as such for a minimum period of <b>four</b> years.</p> <p><b><u>(ii) 70% of promotional posts -</u></b> From amongst the Class-III employees working in the Horticulture wing of Municipal Corporations, under the control of the Director, who –</p> <p>(a) are Matriculates or its equivalent;</p> <p>(b) have an experience of working on a post for a minimum period of <b>Six</b> years; and</p> <p>(c) have a certificate in Gardening in Horticulture or Agriculture from a recognized institution.</p>
11 Punjab service of Corporation Engineers (Horticulture)	--	From amongst the members of the Punjab Service of Corporation Land Landscape Officers, who have an experience of working in such Service for a minimum period of <b>Four</b> years.
12 Punjab service of Corporation Land Landscape Officers	Should have passed M.Sc. in Land Landscape from a recognised university or institution.	<p>From amongst the members of the Punjab Service of Corporation Junior Engineer (Horticulture) having an experience of working in such Service for a minimum period of <b>Seven</b> years.</p> <p style="text-align: center;">Or</p> <p>From amongst the members of the Punjab Service of Corporation Junior Engineer (Horticulture) who possess degree of recognized university or institution and who have an experience of working in such Service for a minimum period of <b>two</b> years</p>



13	Punjab service of Corporation Chief Town Planner	--	From amongst the members of the Punjab Service of Corporation Senior Town Planners, who have an experience of working in such Service for a minimum period of <b>Five</b> years.
14	Punjab service of Corporation Senior Town Planners	--	From amongst the members of the Punjab Service of Corporation Municipal Town Planners, who have an experience of working in such Service for a minimum period of <b>Five</b> years.
15	Punjab service of Corporation Municipal Town Planners	--	From amongst the members of the Punjab Service of Corporation Assistant Town Planners, who have an experience of working in such Service for a minimum period of <b>Six</b> years.
16	Punjab service of Corporation Assistant Town Planners	<p>a) Post Graduate Degree or diploma in City and Regional Planning or its equivalent from a recognized university or institution; or</p> <p>(b) Degree in B.Tech (in Planning) from a recognized University or Institution.</p>	<p><b><u>50% of promotional posts:</u></b></p> <p>From amongst the members of the Punjab Service of Corporation Head Draftsmen who have an experience of working in such Service for a minimum period of <b>Four</b> years; and</p> <p><b><u>50% of promotional posts:</u></b></p> <p>From amongst the members of the Punjab Service of Corporation Building Inspectors (Technical) who have an experience of working in such Service for a minimum period of <b>Five</b> years.</p>
17	Punjab service of Corporation Head Draftsmen	Diploma in Civil Engineering or certificate in Civil Draftsman or its equivalent from a recognized university or institution with an experience for a minimum period of Five years working as a draftsman in a Municipal Corporation/ Municipal Council/ Nagar Panchayats/	From amongst the members of the Punjab Service of Corporation Draftsmen, who have an experience of working in such Service for a minimum period of <b>five</b> years

		Improvement Trust or a Department of Government	
18	Punjab service of Corporation Draftsmen	Diploma in Civil Engineering or certificate in Civil Draftsman or its equivalent from a recognized University or institution.	<p><b><u>(i) 50% of the promotional posts:</u></b> From amongst the Tracers/ Junior Draftsmen working in a Municipal Corporation under the control of the Director, with an experience of <b>six</b> years.</p> <p><b><u>(ii) 50% of the promotional posts:</u></b> From amongst the Group C (Class-III) employees of a Municipal Corporation, under the control of the Director, having Diploma in Civil Engineering or Certificate in Civil Draftsman or its equivalent from a recognized university or institution, and having an experience of <b>Four</b> years service in a Municipal Corporation</p>
19	Punjab service of Corporation Building Inspectors (Technical)	Should have passed Diploma in Architecture from a recognized university or institution	From amongst the Class-III employees of the Municipal Corporations, who have passed Diploma in Architecture or Diploma in Civil Engineering from a recognized university or institution and have an experience of working for a period of <b>Two</b> years.
20	Punjab service of Corporation Architects	Degree or equivalent Diploma in Architecture or its equivalent from a recognized university or institution with an experience for a minimum period of five years in the field of Architecture after Degree or Diploma.	From amongst the members of the Punjab Service of Corporation Assistant Architects, who have an experience of working in such Service for a minimum period of <b>Four</b> years.
21	Punjab service of Corporation Assistant Architects	A degree or Diploma in Architecture or its equivalent from a recognized university or institution.	<p>From amongst the members of the Punjab Service of Corporation Architectural Assistants, who have an experience of working in such Service for a minimum period of <b>two</b> years</p> <p>Provided that if no such member is available then from amongst the members of the Punjab Services of Corporation Head Draftsman who have minimum Diploma in Architecture or Architecture Assistantship and who have an experience of working in such service for a minimum period of <b>five</b> years</p>

or total service of **seven** years including service as Draftsman

Provided further that if no such member is available, then from amongst the members of the Punjab Service of Corporation Draftsman who have Diploma/Degree in Architecture and who have an experience of working in such service for a minimum period of **Seven** years.

22	Punjab service of Corporation Architectural Assistants	Certificate of Inter in Architecture or three years diploma in Architectural Assistantship or its equivalent from a recognized university or institution.	--
23	Punjab service of Corporation Law Officers	Law Graduate from a recognized university or institution, and Should have for at least eight years been an advocate.	From amongst the members of the Punjab Service of Corporation Legal Assistants, who have an experience of working in such Service for a minimum period of <b>Five</b> years.
24	Punjab service of Corporation Legal Assistants	Law Graduate from a recognised university or institution.	From amongst the members of the Punjab Service of Corporation Senior Assistants/Inspectors who are Law Graduates and have experience of working as such for a minimum period of <b>Four</b> years. Provided that if no such member is available then from amongst the class-III employees of Municipal Corporations in the state of Punjab who are Law Graduates and who have an experience of working as such for a minimum period of <b>Four</b> years.
25	Punjab service of Corporation Medical Health Officers	(1) Post Graduate in any specialty recognized by the Medical council of India. (2) Experience for a minimum period of five years in Medical	From amongst the members of the Punjab Service of Corporation Assistant Medical Health officers, who have an experience of working as such for a minimum period of <b>Four</b> years. Provided that if no eligible person is available for promotion against a post, the said post shall be filled by deputation from the Department of Health and Family Welfare or from the Punjab Health Systems Corporation holding identical or similar posts.

Profession  
(including  
experience in  
Public Health and  
Family Planning  
and Administrative  
or Supervisory  
posts in a Medical  
or  
Public Health  
Institution), out of  
which experience  
for a minimum  
period of three  
years should be  
after obtaining  
post-graduate  
qualifications.

OR

(1) Diploma in  
Public Health or  
Degree in Social  
and Preventive  
Medicines.

(2) Experience for  
a minimum period  
of five years in  
medical profession  
out of which  
experience for a  
minimum period of  
three years should  
be in the field of  
public health.

26	Punjab service of Corporation Assistant Medical Health Officers	Should be graduate in Medicine and Surgery of a recognized university or Diploma in Public Health	From amongst the Ayurvedic medical officers/Medical officers of the Non-provincialised Cadre working in the Corporations who have an experience of working as such for a minimum period of <b>Seven</b> years.
		Or	Provided that after the existing members of the Assistant Medical officers of of the Non-provincialised Cadre are exhausted, 100% by deputation from the Department of Health and Family Welfare or from the Punjab Health Systems Corporation holding identical or similar posts.

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Should possess qualifications as are prescribed for a member of the Punjab Subordinate Medical Service and is registered with the Punjab Municipal Council or with any other duly constituted medical council of India.

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27 Punjab service of Corporation Assistant Divisional Fire Officers	<p>(i) Should have advance Diploma in fire Engineering from the National Fire Service College, Nagpur.</p> <p>(ii) Should have following physical fitness standards:-</p> <p>(a) Minimum Height 5'-5".</p> <p>(b) Chest 33.5" unexpanded with 1.5" expansion.</p> <p>(c) Eye sight 6/6 both eyes without glasses.</p> <p>(d) Running a distance of 100 yards, with a weight of 60 kilograms stones, in one minute.</p> <p>(e) Lifting the hook ladder to a vertical position from 3rd and 6th round.</p> <p>(f) Climbing a rope or a vertical pipe to a height of 10 feet from the ground.</p>	From amongst the members of the Punjab Service of Corporation Fire Station Officers, who have an experience in such Service for a minimum period of <b>two</b> years.
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28	Punjab service of Corporation Fire Station Officers	<p>(i) Should have Diploma in fire Engineering from the National Fire Service College, Nagpur.</p> <p>(ii) Should have following physical fitness standards:-</p> <p>(a) Minimum Height 5'-5".</p> <p>(b) Chest 33.5" unexpanded with 1.5" expansion.</p> <p>(c) Eye sight 6/6 both eyes without glasses.</p> <p>(d) Running a distance of 100 yards, with a weight of 60 kilograms stones, in one minute.</p> <p>(e) Lifting the hook ladder to a vertical position from 3rd and 6th round.</p> <p>(f) Climbing a rope or a vertical pipe to a height of 10 feet from the ground.</p>	<p>From amongst the members of the Punjab Service of Corporation Sub Fire Officers, who have passed the Station Officer's Course from the National Fire Service College, Nagpur or who possess a diploma in Fire Engineering from the said college or its equivalent, and who have an experience of working in such Service for a minimum period of <b>two</b> years:</p> <p>Provided that if no suitable Sub-Fire Officer is available, then from amongst the Leading Firemen, working in Municipal Corporations in the State of Punjab, who have passed the Station Officer's Course from the National Fire Service College Nagpur, or possess a diploma in Fire Engineering from the said College or its equivalent and who have an experience of working as such for a minimum period of <b>four</b> year.</p>
29	Punjab service of Corporation Sub Fire Officers	<p>(i) Graduate, preferably in Science Subjects from a recognized university or institutions and should have passed Sub Officer course from National Fire Service College, Nagpur; and,</p>	<p><b><u>(a) 25% of the Promotional posts-</u></b></p> <p>From amongst the persons working as Leading Firemen in Municipal Corporations in the State of Punjab, who have –</p> <p>(i) an experience of working on the post of Leading Fireman and Fireman taken together for a minimum period of <b>nine</b> years; and</p> <p>(ii) passed the Sub officer Course from the National Fire Service College, Nagpur.</p> <p><b><u>(b) 75% of the promotional posts-</u></b></p> <p>From amongst the persons working as Fireman in Municipal Corporations in the State of Punjab, who have</p>

		<p>(ii) Should have following physical fitness standards:-</p> <p>(a) Minimum Height 5'-5".</p> <p>(b) Chest 33.5" unexpanded with 1.5" expansion.</p> <p>(c) Eye sight 6/6 both eyes without glasses.</p> <p>(d) Running a distance of 100 yards, with a weight of 60 kilograms stones, in one minute.</p> <p>(e) Lifting the hook ladder to a vertical position from 3rd and 6th round.</p> <p>(f) Climbing a rope or a vertical pipe to a height of 10 feet from the ground.</p>	<p>(i) an experience of working as such for a minimum period of <b>nine</b> years and</p> <p>(ii) passed the Sub Officer Course from the National Fire Service College, Nagpur.</p>
30	Punjab service of Corporation Personal Assistants	--	From amongst the members of the Punjab Service of Corporation Senior Scale Stenographers, having experience of working in such Service for a minimum period of <b>Four</b> years.
31	Punjab service of Corporation Senior Scale Stenographers	<p>(a) Graduate of a recognized University or institutions; and</p> <p>(b) Should qualify shorthand tests, both in Punjabi and English languages, of four paragraphs (<b>two in Punjabi and two in English</b>)</p>	<p>From amongst the Junior Scale Stenographers working in the Municipal Corporations in the State of Punjab, having an experience of minimum two years as such and who qualify shorthand tests, both in Punjabi and English Languages, of four paragraphs (two in Punjabi and two in English) containing 250 words each, at the following speeds :-</p> <p>(i) Punjabi dictation at a speed of 100 words per minute and transcription (at a typewriter or a computer) at a speed of 20 words per minute.</p> <p>(ii) English dictation at a speed of 60 words per minute and transcription (at a typewriter or a computer) at a speed of 12 words per minute.</p>

containing 250 words each, at the following speeds:-

(i) Punjabi dictation at a speed of **100 words** per minute and transcription **(at a typewriter or a computer)** at a speed of **20 words** per minute.

(ii) English dictation at a speed of 60 words per minute and transcription **(at a typewriter or a computer)** at a speed of **12 words** per minute;

(iii) Candidates committing not more than 4 per cent mistakes in each test will be considered to have qualified the test; and

(c) At least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in office productivity applications or Desktop publishing

(iii) Candidates committing not more than 4 per cent mistakes in each test will be considered to have qualified the test, Note- Candidates qualifying the shorthand test in Punjabi language only can be promoted provisionally, with the condition that he will have to qualify the test in English language within one year, in not more than three tests, from the date of provisional promotion. If the candidate fails in these three chances, he will be deemed to be reverted back to the earlier post, and shall not be considered for provisional promotion in future. Further, the period of such provisional promotion of the candidate as Senior Scale Stenographer shall not be counted towards increment on that post (in case of his promotion to the post of Senior Scale Stenographer in future).



applications from  
Government  
recognized  
institution or  
reputed institution,  
which is **ISO 9001**  
certified;

**OR**

Computer  
information  
Technology  
Course  
equivalent to 'O'  
**level certificate**  
of Department  
of Electronics,  
Accreditation of  
Computer Courses  
(**DOEACC**) of  
Government of  
India.

32	Punjab service of Corporation Sanitation Officers	---	Should be a member of the Punjab Service of Corporation Chief Sanitary Inspectors with an experience of working in such Service for a minimum period of <b>two</b> years.
33	Punjab service of Corporation Chief Sanitary Inspectors	Graduation from a recognized University / Institution and have also passed diploma in Sanitary Inspector Course from Govt. approved University/ institution	Should be as sanitary inspector with an experience of <b>Four</b> years working in Municipal Corporations.
34	Punjab service of Corporation Sanitary Inspectors	Graduation from a recognized University / Institution and have also passed diploma in Sanitary Inspector Course	<p><b><u>50% of the total posts</u></b> From amongst class-III employees of Municipal Corporations in the State of Punjab (such as Clerks, Health worker etc.) who have also passed diploma in Sanitary Inspector Course from Govt. approved University/ institution.</p> <p><b><u>20% of the promotional posts</u></b> From amongst class-IV employees of Municipal Corporations</p>

		from Govt. approved University/ institution	in the State of Punjab, who have also passed diploma in Sanitary Inspector Course from Govt. approved University/ institution prior 11.04.2005. Provided that the quota reserved for class IV employees would cease to exist after all the eligible Class IV employees have been considered for promotion and then this quota of 20% of total posts shall revert back to direct recruitment.
35	Punjab service of Corporation Accounts Officer	Should be a Chartered Accountant or MBA (Finance) or should possess Master's Degree in Financial Administration from a recognized University / Institution or should have passed final examination of Institute of Costs and Works Accountants of India.	From amongst the members of the Punjab Service of Corporation Accountants, working as Accountant Grade I, having experience of working in such Service for a minimum period of <b>Six</b> years.
36	Punjab service of Corporation Accountants		
	(i) Grade I	Graduate in Commerce with C.A. Inter Or M.Com of a recognized University or institution; OR Graduate of a recognised university or institution and who possess Diploma in Grade 'A' specified in	Should be a member of the Punjab Service of Corporation Accountants Grade II with an experience of working as such for a minimum period of <b>five</b> years; OR Should be a member of the Punjab Service of Corporation Senior Assistants/Inspectors, who possess Diploma in Grade B, specified in the Accountants of the Committees (Examination) Rules, 1979; and an experience of working as such for a minimum period of <b>Seven</b> years in the Accounts Branch of a Municipal Corporation.

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the Accountants  
of the Committees  
(Examination)  
Rules, 1979.

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(ii) Grade-II	Minimum B. Com from a recognized University or institution.	<p><b><u>50% of the promotional posts:</u></b> From amongst the Group C (class III) employees of Municipal Corporations in the State of Punjab, under the control of the Director, who have passed the Accountancy examination in all the papers and who have an experience of working in a Municipal Corporation for a minimum period of <b>four</b> years.</p> <p><b><u>50% of the promotional posts:</u></b> From amongst the Group C (class III) employees of Municipal Corporations in the State of Punjab, who have passed B.Com from a recognized University or institution and who have an experience of working in a Municipal Corporation for a minimum period of <b>Seven</b> years.</p>
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Chandigarh  
The 11th September, 2020

**SATISH CHANDRA, IAS**  
Special Chief Secretary, Govt. of Punjab,  
Department of Local Government.